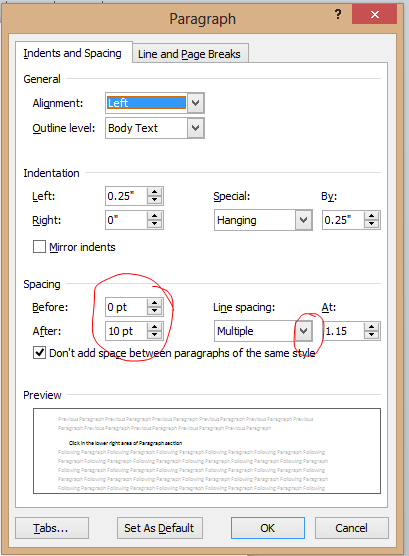
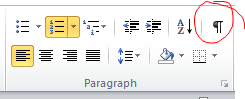
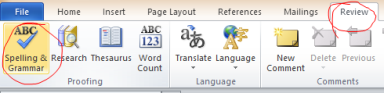
Directions for Mixed-up Saturday.

1. **“Save as” Mixed up Saturday on your flash drive**
2. Put you name in the header: **Insert> Header> Blank**
3. Turn on the “invisibles” by clicking the Paragraph symbol in the Paragraph section on **the Home tab**
4. Select all text **(Ctrl-A)**
5. Change the font to Times New Roman, font size 12, black text;
6. Click in the lower right area of Paragraph section
   1. Change the **before and after spacing to 0**
   2. Change the Line spacing to Single
   3. Click ok
   4. “Deselect” text by clicking on a white space on the page
7. Center the heading (My Mixed Up Saturday)
8. Highlight the first paragraph and put it in the correct time order of the day by using either “cut & paste” or “drag and drop.”
9. Put a blank line in-between paragraphs.
10. Run **Spelling & Grammar** found in the Review section:
11. Save
12. Print